



North Carolina Department of Health and Human Services

Division of Budget and Analysis

2001 Mail Service Center • Raleigh, North Carolina 27699-2001

Telephone (919) 733-6396 • Fax (919) 733-2944

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

James B. Slate, Jr., Director

August 12, 2005

MEMORANDUM

To: Division Budget Officers

From: Jim Slate

Subject: Additional Guidance on Certification of the SFY 2005-07 Budget

With the approval of SB 622 eminent, I am writing to provide further guidance on the actions and timelines related to certifying the SFY 2005-07 budget.

The State Budget Office has communicated to our office that the state budget will be certified by late August. In order for DHHS to accomplish its part, the following timelines have been established:

August 19 – All BPS certifications are received from division budget officers electronically in the Division of Budget and Analysis (to the attention of your assigned analyst).

August 26 – All BPS entries have been entered into BPS (using the appropriate numbering structure and having been through the reviews described in a July 21 memorandum to division budget officers).

SB 622 includes a significant number of special appropriations. We have established a uniform process that all divisions should follow in certifying these appropriations, as follows:

Certification of Special Appropriations

1. The department will use a uniform account for certifying all new special appropriations regardless of budget code. The 6-digit account number is 53-6600, and the account title is Special Appropriations.
2. Using the established 6-digit account, the division will then establish a unique 9-digit subaccount, using a unique subaccount for each new special appropriations recipient in its budget.
3. The division will identify where the new special appropriation will be certified, by first identifying the appropriate fund. The division will then establish a unique RCC and designate the appropriate FRC (to indicate 100% state funds). A unique RCC should be established in each fund that will have a special appropriation certified.

4. Divisions that have a special appropriations recipient that has previously received funds through your budget may use the same 53-66XX account that has been used in the past. However, like new special appropriations, this account should be set up in a unique RCC within the fund to designate it as current year special appropriations. (In a fund where there is a previously funded special appropriation and a new special appropriation, they would share the same RCC.)

The numbering structure for all certification entries is described in detail in my July 21 memorandum to budget officers, as is the review process for certification worksheets and BPS entries. Please refer to and follow the instructions provided in that memorandum.

Meeting the timelines established here is critical to our success in certifying the budget on time, and I thank you in advance for your efforts to do so.

Questions, comments, and issues unique to your division's certification should be directed to your analyst in the office.

JBEjr:gg

cc: Allyn Guffey
Dan Stewart
Jackie Sheppard
Allen Dobson, Jr. MD
Division Directors
Budget Analysts